



# TABLE OF CONTENTS

Introduction .....	3
Self-Assessment Methodology .....	4
Self-Assessment Teams.....	6
Self-Assessment Results.....	8
Conclusion .....	19

# INTRODUCTION

## PROGRAM DESCRIPTION

Scott County Public School Head Start (SCPSHS) began in Scott County as an eight-week summer program in 1965. The Rural Areas Development Association, Inc. (RADA) was the fiscal agent & grantee for the Head Start program. In 1995, the Head Start grant was awarded to Scott County Public Schools, who serves as the fiscal agent and grantee today. In addition to the Head Start grant, an Early Head Start grant was awarded to Scott County Public Schools in 2017. The program currently operates four full year, center-based EHS classrooms and eight school year center-based HS classrooms, serving 172 children ages six weeks to five years old.

## CONTEXT FOR SELF ASSESSMENT

SCPSHS conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement.

Self-assessment teams are comprised of management, staff, policy council representatives, school board members, parents, and community partners. Each team evaluates the program in targeted areas using a strength-based approach and collaborative inquiry to analyze data collected.

Data sources reviewed by each self-assessment team include child and family outcomes data, professional development data, ongoing monitoring data, and other applicable program data.

Discoveries and recommendations from each self-assessment team will be used to inform program planning and continuous improvement.

## TIMELINE

Self-Assessment Teams Overview, Dialogue, & Analysis	05/08/24-05/09/24
Preparation of Self-Assessment Results Report	05/29/24
Review & Approval of Self-Assessment Report by PC	06/27/24
Review & Approval of Self-Assessment Report by GB	07/02/24
Submission of Self-Assessment Report to OHS	__/__/24
Implementation and Monitoring of Plan of Action	Ongoing
Fall Checkpoint	__/__/24
Winter Checkpoint	__/__/25
Spring Checkpoint	__/__/25

# SELF-ASSESSMENT METHODOLOGY

The self-assessment consists of the following focus areas:

## 1. Program Management and Quality Improvement

- Evaluate the program's effectiveness in providing staff with professional development trainings and opportunities to enhance their knowledge and skills within the scope of their job responsibilities.
- Evaluate how the program uses data to identify program strengths, needs, and areas needing improvement & how the program evaluates progress toward achieving program goals and compliance with program performance standards, and assess the effectiveness of professional development.
- Evaluate the program's structure of governance for making effective decisions related to program design and implementation.
- Evaluate the effectiveness of the program's involvement of parents in program operations and active engagement of policy council in the direction of the program.

## 2. Fiscal Infrastructure

- Evaluate the program's effectiveness in developing and implementing a budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.
- Evaluate the program's ability to implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of the organization.
- Evaluate the program's effectiveness of control over and accountability for all funds, property, and assets.
- Evaluate the program's compliance with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

## 3. Human Resource Management

- Evaluate the program's effectiveness in developing and implementing human resource practices to secure and retain qualified employees.
- Evaluate the program's process for ensuring compliance with federal and state background checks.
- Evaluate the program's system for ensuring new employees receive appropriate and adequate support to fulfill job responsibilities.

#### 4. Child Development Services and Disabilities

- Evaluate the program's school readiness efforts in alignment with the Head Start Early Learning Outcomes Framework (HSELOF), and Virginia early learning standards.
- Evaluate the program's teaching practices to ensure the promotion of progress toward school readiness and high-quality learning experiences for children.
- Evaluate the program's effectiveness in ensuring teaching staff are prepared to implement curriculum and support children's progress towards school readiness.
- Evaluate the program's effectiveness in providing the individualized needs of children with disabilities.

#### 5. Health & Safety Services

- Evaluate the effectiveness of the service area's ongoing monitoring procedures and practices in ensuring children's health needs are identified and addressed promptly.
- Evaluate the program's effectiveness to maintain and monitor effective oral health practices and nutrition services that meet nutritional needs and accommodate feeding requirements and allergies.
- Evaluate the program's ability to promote mental health and social and emotional well-being through the use of mental health consultants to support staff.
- Evaluate the program's process for monitoring and maintaining healthy and safe environments.

#### 6. Family and Community Engagement Services

- Evaluate the program's ability to effectively establish a positive goal-oriented relationship with families, impact family wellbeing and promote family engagement in children's learning and development by first identifying areas of strength followed by opportunities for improvement.

#### 7. ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

- Evaluate the program's effectiveness in enrolling children who are categorically eligible or who meet defined income-eligibility requirements including at least 10% filled by children eligible for services under IDEA.
- Evaluate the program's system used to monitor attendance data to support families in promoting individual child attendance and inform program improvements where monthly attendance rates indicate systematic attendance issues.
- Evaluate the program is submitting accurate monthly enrollment numbers to HSES.

# SELF-ASSESSMENT TEAMS

## **Child Development & Disabilities**

Rebecca Dison, Child Development Services Coordinator (Team Lead)  
 Becca Finch, Health Services Coordinator  
 Kristy Davidson, HS Teacher  
 Diana Gray, HS Teacher  
 Hollie Pennington, EHS Teacher  
 Carli Gilliam, Policy Council Member, Hope House of Scott County

## **Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)**

Kelly Bledsoe, Family & Community Services Coordinator (Team Lead)  
 Lisa Parks, Family Resource Specialist  
 Sandy Winston, Family Resource Specialist  
 Nora Robinette, Family Resource Specialist  
 Karen Davidson, Volunteer Director, AppCAA

## **Fiscal Infrastructure & Human Resources:**

April Carter, HR/Fiscal Officer (Team Lead)  
 Michelle Ratliff, Receptionist/Data Secretary  
 Jenna Riley, EHS Teacher  
 Sheila Mays, Payroll/Invoice Clerk, Scott County Schools  
 Madyson Cook, Fiscal Officer, Lee County Head Start  
 Mona Baker, Executive Director, Lee County Head Start

## **Health & Safety Services**

Becca Finch, Health Services Coordinator (Team Lead)  
 Kristy Davidson, HS Teacher  
 Christie Burgan, Project Link Case Manager, Frontier Health

## **Program Management & Quality Improvement**

April Carter, HR/Fiscal Officer (Team Lead)  
 Rebecca Dison, Child Development Services Coordinator  
 Morgan McGuire, EHS Teacher  
 Amy Bowen, Agency Planner, AppCAA  
 Carli Gilliam, Policy Council Member, Hope House of Scott County

**Family and Community Engagement Services**

Kelly Bledsoe, Family & Community Services Coordinator (Team Lead)

Lisa Parks, Family Resource Specialist

Sandy Winston, Family Resource Specialist

Nora Robinette, Family Resource Specialist

Diana Gray, HS Teacher

Phyllis Castle, Policy Council Member (Program Parent)

Cindy Raymond, Head Start Director, serves as a monitoring member of each team.

# SELF-ASSESSMENT RESULTS

The self-assessment team identified program strengths and successes that can potentially be built upon to support continuous improvement. In addition, goal areas for program improvement and action steps discussed from the self-assessment are delineated under the nine focus areas. Management will utilize this information to make decisions about program operations that will seek to improve service delivery and close any identified gaps in the program's overall performance.

## Program Management & Quality Improvement

### Strengths

- Data collection systems and procedures enables the program to make data-driven decisions. This includes routine management meetings and quarterly data checkpoints to analyze data trends, gaps, and define areas of improvement.
- Use of Google platform for Governing Body training supports newly elected members with knowledge and understanding to fulfill their duties.
- Revised Policy Council by-laws are designed to allow for a more efficient body of governance
- Weekly communication memos to all staff on program directives keeps staff informed and supports open communication.
- Implementation of alert system for program-wide and center-level event notifications keeps stakeholders informed.

### Areas of Improvement

#### 1. Devise a procedural cross-training plan for key management responsibilities.

- Define cross-training responsibilities by position.
- Each service manager will create a monthly list of duties with written procedures and other pertinent responsibilities.
- Add procedures to succession planning folder on shared drive.
- Explore Google Calendar for Program Planning Calendars by service area.
- Research ECLKC for Program Planning Calendar templates.

Updates:

#### 2. Implement system for tracking equipment and inventory in ChildPlus.

- Create Inventory Disposal Approval Form.
- Create procedure for tracking equipment and inventory.

- Include center-level inventory audit as part of center close down activities.
- Add procedure to program's Fiscal Policies & Procedures and Center Procedures.
- Train staff during SY24/25 pre-service on procedure.
- Monitoring the system closely during the initial phase and provide ongoing support as needed.

Updates:

### 3. Revise and update Center Policies & Procedures.

- Develop a policy for reporting child health and safety incidents to OHS.
- Add equipment and inventory tracking procedure to Center Policies & Procedures.
- Add monthly checklist of reports due to office to the Center Policies & Procedures Appendix.
- Add cell phone policy to Center Policies & Procedures.

Updates:

### 4. Explore Policy Council retreat for required governance trainings.

- Devise list of required governance trainings.
- Solicit input from policy council members on establishing annual retreat with training workshops.
- Research locations for retreat based on policy council feedback.
- Make trainings available on Google Classroom for those that are unable to attend retreat.

Updates:

### 5. Enhance the program's method of engaging families in policy council and increase parent attendance.

- Provide policy council with informational flyers in acceptance letters and to families during initial home visits.
- Plan summer policy council meetings offsite to increase parent participation during spring and summer months.
- Actively monitor policy council attendance and follow by-laws on consecutive absences to re-elect new members as necessary.
- Rotate teacher's participation in policy council meetings.
- Create a schedule of classroom policy council performances.
- Distribute "door prizes" during policy council meetings.
- Invite members of the community to speak during "public comment"

Updates:

**6. Increase connections with the governing body and policy council.**

- Invite newly elected governing body members to tour program facilities.
- Encourage governing body members to attend Policy Council Retreat.

Updates:

## Fiscal Infrastructure

### Strengths

- Collaborative partnership between programmatic and administrative staff in the development of program goals and ongoing monitoring of progress.
- Enhanced fiscal transparency through the use of financial management systems facilitates informed decision-making at all program levels.
- The fiscal team possess the education and experience to effectively navigate the intricate financial aspects of the program.
- Comprehensive fiscal policies and procedures establishes a transparent system for internal controls, closeout procedures, and federal reporting requirements.
- Restructured chart of accounts is aligned with HSES and reflects a detailed object code system advantageous to analyzing and interpreting data more efficiently.
- Strategic family engagement practices and other community supports enables program to exceed non-federal share match requirements.

### Areas of Improvement

**1. Restructure program goal template to reflect fiscal alignment to objectives.**

- Add fiscal component section to each objective on the program goals template for FY24/25
- Implement revised template and analyze fiscal impact of each goal.

Updates:

**2. Improve current fiscal succession plan**

- Identify critical financial positions whose succession needs to be planned.
- Outline the responsibilities and duties of each key financial role.

- Develop a short-term plan for unexpected departures and establish a long-term plan for transitions.
- Provide training and development to those identified for cross-training.
- Maintain detailed documentation of financial processes, procedures, and systems.
- Add documentation and plan to succession planning folder on shared drive.

Updates:

### 3. Strategize funding methods to support safe learning environments.

- Conduct outdoor facilities needs assessment, including awnings, playgrounds, fencing, commercial security gating, etc.
- Research price quotes for work identified in assessment.
- Apply for one-time funding for specific projects and upgrades identified in the assessment.

Updates:

### 4. Execute methods to create more engagement with Budget Committee

- Establish quarterly meetings to review progress and alignment with goals.
- Add meeting dates to Program Planning Calendar.
- Record meeting minutes for each quarterly meeting and report back to PC.

Updates:

## Human Resource Management

### Strengths

- Partnership with higher education institution to strengthen the early childhood workforce and create pathways for career advancement.
- Implementation of mentor teachers and job shadowing aids in the facilitation of new hires' onboarding process.
- Comprehensive fringe benefits package provided by the school system appeals to job seekers and gives the program a competitive edge in recruitment.

- Introduction of supplementary plan benefits such as Hero Health, AroRX, and You Turn provides better medical and mental health care at low cost options for employees and their dependents.
- Classroom staffing structures foster employee well-being through the provision of supplementary support.
- Implementation of activities to support pay parity and staff retention such as reallocation of budget resources, step increases, incentive pay, and supplementary mentor coaching pay.
- Utilization of online employment application through DocuSign facilities a streamlined and efficient hiring process.
- Current HR technologies streamline human resource workflows such as Child Plus, Teambridge, QuickBooks, Intuit Workforce, and DocuSign.

### Areas of Improvement

#### 1. Improve Google Classroom for employee training.

- Devise list of trainings by service area.
- Create or use pre-recorded trainings and upload to Google Classroom by service area.
- Train staff on the use of Google Classroom.
- Add PBIS and positive behavioral guidance strategies training.

Updates:

#### 2. Enhance social media visibility to achieve cost-effective recruitment and reach passive candidates for employment opportunities.

- Establish social media team during FY24/25 pre-service.
- Create calendar of social media events through Google Calendar and share with team.
- Assign responsibilities for each team member.
- Explore training opportunities for using social media in Head Start programs and/or non-profits.

Updates:

#### 3. Update Personnel Policies and Procedures Manual.

- Establish committee to review existing manual.
- Add cell phone policy.
- Revise Hiring Procedure and modify Application Screener.
- Revise Job Titles/Descriptions.
- Utilize appendix for documents with frequent updates.
- Submit proposed changes to policy council and government body for approval.

- Add revised policy manual to Teambridge.
- Train staff on revised policies during SY24/25 pre-service.

Updates:

## Child Development & Disabilities

### Strengths

- Revised initial home visit form that increases teacher's knowledge of child's individualized behavioral needs.
- Strong system of onboarding new education staff through the mentorship program, job shadowing, and Google Classroom.
- Link B5 Partnership
- Provision of center aides for additional classroom support.
- VKRP assessment paper copy
- Practice Based Coaching for mentor staff.
- Process for COR status updates.
- Paper copies of VKRP and VLP screenings.
- Sign Language and Social/Emotional training

### Areas of Improvement

1. **Establish a process for centralized storage of individualization and COR data.**
  - CDSC will create a written procedure for tracking individualization goals and the storage of individualization paperwork in classrooms.
  - CDSC will review the written procedure during preservice Aug. 2024
  - CDSC will monitor individualization tracking and storage during file reviews.

Updates:

2. **Provide opportunities for individualized training according to teacher needs, goals, and health/safety reports.**
  - Provide staff with additional training on classroom management and challenging behavior strategies (utilize outside resources).
  - Increase education staff training on self-regulation skills and de-escalation strategies.
  - Provide staff with home visit training.
  - Provide professional development to education staff in key math concepts.

- Provide additional professional development in early language and literacy, i.e. rhyming and vocabulary growth.

### 3. Reconvene school readiness goals committee to guide decisions on goals, aligning goals, and reporting of data.

- Identify members for SRG committee consisting of parents, educators, and LEA supports.
- Schedule SRG committee meeting.
- Evaluate a system with the committee of reporting child outcomes in quarterly reports on SRG gains in the five main domain areas.

Updates:

### 6. Create procedure for speech teletherapy services.

- CDSC will collaborate with Director to devise a written procedure of teletherapy speech screenings and services.
- Procedure will be shared with LEA's Disabilities Director.

Updates:

## Health & Safety Services

### Strengths:

- Strong coordination with mental health support such as Frontier Health and Family Preservation Services.
- Social/emotional lessons with the Mental Health Caseworker in Head Start classrooms.
- Collaborations with Miles for Smiles dental unit.
- Process for receiving updates on referrals from families.
- Addition of "Hootie's Heroes" in the classroom newsletters.
- Re-implementation of PBIS and PTR-YC.

### Areas of Improvement

#### 1. Implement a monthly health staffing meeting between HSC and Family Resource staff.

- Create a calendar of meetings and distribute dates to FRS staff.

- Discuss health partnership agreement opportunities during monthly scheduled meetings.

**Updates:**

**2. Improve systems of obtaining required health documentation.**

- Utilize refusal forms.
- Provide EHS parents with informational form on well baby checks and immunization due dates.
- Add updated health documentation to EHS transition plan.

**Updates:**

**3. Enhance parent's health and safety literacy to create a culture of safety that prioritizes children's health and safety.**

- Add a schedule of immunizations to monthly newsletters.
- Include health resources during Program Wide Parent Workshops.
- Create a monthly schedule of health and safety themes to present during parent meetings or program wide workshops.

**Updates:**

**4. Increase communication on mental health updates from consultants.**

- Utilize mental health progress report for updates from Frontier Health.

**Updates:**

**5. Increase staff's knowledge of mandated safety drills to mitigate safety risks.**

- Provide staff with intruder response training during SY24/25 pre-service.

**Updates:**

**6. Upgrade the program's system of security and confidentiality of participants personal identifiable information data.**

- Implement external email encryption through Barracuda.
- Develop a written policy on employee computer use and documentation of saved files.
- Train staff on written policies regarding PII.
- Research ChildPlus security features.

Updates:

**7. Revise the behavior incident reporting process and utilize BIRS.**

- Attend training on BIRS.
- Revise current BIR form.
- Train staff on completion of BIR form during SY24/25 pre-service.
- Create a coding system to protect PII.

Updates:

## Family & Community Engagement Services

**Strengths:**

- Center staff utilize Family Engagement Webs archive that focuses on topics of interest and school readiness skills.
- Family Assessment Tool is used to survey parents, plan parent trainings, and evaluate program outcome results.
- The EHS program strengthens support to the community.
- Children are responsive to family resource specialists in developing relationships.
- Improved parent committee attendance through Lunch N' Learn opportunities.
- Creating a culture of safety with families through the utilization of backpack connections.

**Areas of Improvement**

**1. Create more opportunities for parents to participate in parent committee meetings.**

- Schedule additional lunch n' learn events.
- Offer key trainings during lunch n' learns, including orientating parents to the pyramid model, schedules and routines, de-escalation strategies, and self-help skills.

Updates:

**2. Provide parents with opportunities in employment preparedness.**

- Offer a collaborative job fair with community partners.
- Provide trainings on completing job applications and resume building.
- Increase referrals to AppCAA's Whole Family Support Services.

Updates:

## ERSEA: Eligibility, Recruitment, Selection, Enrollment, & Attendance

### ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

#### Strengths

- Collaborative partnerships with agencies assisting in recruitment efforts.
- Online child enrollment application/QR code.
- Low enrollment turnover throughout program.
- Collaboration with VPI to coordinate universal screener.

#### Areas of Improvement

**1. Ensure children attend school on a regular basis.**

- Increase families' awareness of Attendance Matters.
- Educate families on the impact of chronic absences.
- Solicit funding from community partners to drive attendance incentives.
- Review program's attendance policy with families at orientation.
- During pre-service, staff will be trained to implement strategies to promote children's attendance.
- Education staff and FRS will monitor attendance in ChildPlus and be in regular communication with each other.
- Track classroom absences monthly and staff children that are at risk for chronic absenteeism.
- Create a list of attendance incentives handout.

Updates:

**2. Enhance the program's recruitment strategies to ensure a waitlist of eligible children.**

- Utilize FEI Plan.
- Follow recruitment plan.
- Utilize parent testimonials from parent surveys for social media and website.

Updates:

**3. Revise program design to ensure full enrollment.**

- Submit change in scope application.
- If approved, reduce number of enrollment slots.

Updates:

**4. Review ERSEA Policies & Procedures.**

- Include updated SNAP eligibility in policies.
- Monitor OHS proposed rule making changes.

Updates:

## CONCLUSION

Scott County Public School Head Start continues to strive for high performance and high-quality service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's self-assessment will be used to assist the management team with implementing an improvement plan. The success of the improvement plan based on action steps and suggested time frames will be tracked and monitored to measure progress during quarterly data management team meetings.